



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000



29 FEB 1996

MEMORANDUM FOR ARSSG MEMBERS


SUBJECT: Final Draft Charter for Purchase Card IPT

We have reviewed all of the comments received on the initial draft. Most of the comments were incorporated. If one of your comments was not incorporated and you have a question about it please contact David Drabkin at 614-3882.

One comment made by several activities dealt with the full-time commitment of the members of the team. We decided not to change the charter. We will ask the team at the first meeting to establish a work plan that will meet the deadlines set and accommodate team members schedules. The team is free to design a plan which does not involve a 5 day a week commitment but achieves the deadlines established in the charter. Clearly the team will need some time to study the materials we have asked every DoD activity or component to provide us on implementing policy or guidance concerning the use of the purchase card for which the activity or component is the proponent. We anticipate there will be other natural breaks in their work schedule as comments are sought, etc.

- ▶ Please review the attached final draft and return your comments if any by COB March 20, 1996.
- ▶ Please provide us with copies of all implementing policies, procedures, guidance, etc. for which your activity is a proponent.
- ▶ Please provide this office the names of nominees from your respective activities/components for participation on the IPT. We hope to keep the number of members of the team to 10 - 12 while ensuring that all functional areas and as many of the various activities/components are represented.

Thanks for your cooperation. You may contact Pat Brooks or David Drabkin at 703--614-3882 if you have any questions.


Colleen A. Preston
Deputy Under Secretary Of Defense
(Acquisition Reform)